

## **Buckinghamshire Food Partnership Charitable Incorporated Organisation**

### **Role description: Legal / HR Trustee**

**Buckinghamshire Food Partnership** is a new initiative for better food for Buckinghamshire, working collectively towards the vision:

*Everyone in Buckinghamshire has access to and enjoys great tasting, healthy, fair and sustainable food.*

This work is carried out as part of the national network of [Sustainable Food Places](#).

**Role title** Legal / Human Resources Trustee

**Direct report** Works closely with the Chair, the rest of the Board of Trustees, and the paid Coordinator(s), currently freelance

**Background** A general background in strategy, governance, finance, HR, legal

### **Role summary**

Committed to ensuring the highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and Trustee development.

Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice.

Implementing the organisation's policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.

Ensuring long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.

### **Main responsibilities of the Legal / HR Trustee**

- To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the trustee board.
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives.
- To ensure that HR activities and interventions are linked to the organisation's charitable objectives and complement the organisation's culture.
- To ensure the Board of Trustees monitors and reviews the performance of the organisation's Coordinator(s), rewards performance accordingly and identifies appropriate development opportunities.
- To monitor the financial position of the charity and its operations within its means and objects, making sure that there are clear lines of accountability for day-to-day financial management.
- To monitor whether the service complies with its governing document and standards and if the needs of the beneficiaries are being met.
- To support the Partnership Steering Group's strategic plans from a legal and HR point of view, and regularly review that the long-term strategic aims of the Partnership align with the objects of the charity.

## **Qualities of a Legal / HR Trustee**

### **Essential**

- Experience of performance management, HR/employment law issues and implementing them contextually.
- Willingness and time available to actively participate in discussions concerning the needs of the organisation's beneficiaries, staff and the Board.
- Willingness to act in the best interest of the charity while adhering to the Nolan principles of public life.
- Sound, independent judgement and ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn and develop.

### **Desirable**

- Strong intellectual and analytical ability; innovative thinker and ability to focus on issues requiring action.
- Experience in financial management and social media.
- Experience in the charitable or voluntary sector.
- Experience of charity law and governance.

### **Time commitment**

- The Board meets between six and twelve times a year and the Legal / HR Trustee is expected to attend at least half of these meetings.
- In addition, you will need to meet the Coordinator(s) four times a year to develop and review policies and procedures.
- In addition to Board meetings, other contact – usually electronic or by telephone – will be necessary.